



# Meeting Minutes

Special Meeting

Port of Brownsville Commission

Friday, May 26<sup>th</sup>, 2023, 4:00 PM

9756 Ogle Rd, Bremerton, WA 98311

1. Open Meeting / Call to Order

Commissioner Mathew Messing calls the meeting to order at 4:00 PM.

In attendance are Commissioners Kenneth McEwan and Shaun Nye, CPA Jan Fancher, Interim Port Manager Joseph DaBell, Administrative Assistant Heidi Cross, and via Zoom, Attorney Peter Ruffatto.

2. Approval of Agenda

Commissioner McEwan motions to approve the Agenda as written, Commissioner Nye seconds, all approve, none opposed.

3. Public Comment – None

4. RFA – Yacht Club Lease

IPM DaBell states the Yacht Club accepted and signed the current lease as written. He reads the RFA. Commissioner Messing motions to approve amended lease and Commissioner McEwan seconds. All approve, none opposed. The Brownsville Yacht Club Lease is being signed.

5. RFA – Appointment of Port Auditor

To appoint CPA Jan Fancher as Port Auditor upon termination of employment of Joseph DaBell. Commissioner McEwan asks about the bond. IPM DaBell has a request out to Enduris for clarity on the transfer. He asks can it move forward without the bond in place. (CPA Fancher carries a 2-million-dollar policy). It is to be a short term situation while in transition.

Commissioner Messing motions with a condition of securing the bond, Commissioner McEwan seconds, all approve, none opposed.

6. RFA – Limit Size of Currency Accepted at tills in Office and Fuel Dock

IPM DaBell is requesting limiting bills accepted to no more than \$20 to decrease the number of trips made to the bank each week. Attorney Ruffatto states the action may not be entirely necessary. Notification may be sufficient. A sign would need to be posted to clarify the policy. Commissioner McEwan states he would leave it to the discretion of the management. Commissioner Messing agrees this is a management decision. Limit it to sales under \$100. If there are no issues, the fuel dock may be able to go cashless.

7. RFA – Accounting Software

To approve the purchase of a new QBs program with the expiration of the Pro2020 version. Commissioner Messing motions to approve the purchase. Nye seconds, all approve, none opposed. IPM DaBell to complete the purchase of the new software.

8. Contracted Payroll and Payables service

CPA Fancher addresses the Commission. RECORDING. One day a week on a Tuesday. Commissioner Messing would like it to be paid as mileage vs. time. Travel time is to be paid at a lesser rate since it's not 'professional' use of time. This will be on a short term basis for the new manager to get settled and then decide if it is going to be continued.

9. Commissioner Messing recesses into Executive Session pursuant to RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment and RCW 42.30.110(1)(g) to review the performance of a public employee at 4:30 PM for 60 minutes with potential action to follow. At 5:30 PM the Commission came out of Executive Session and no action was taken.

10. Close Meeting / Adjourn

Commissioner Messing adjourned the meeting at 5:30 PM.



Commissioner



Commissioner



Commissioner